

**CONTRACT AGREEMENT  
BETWEEN**

**JACKSON TOWNSHIP BOARD OF  
EDUCATION**

**AND**

**JACKSON TOWNSHIP  
ADMINISTRATORS ASSOCIATION**

**July 1, 2012 – June 30, 2015**

1. **Bargaining Unit**

A. **Recognition**

The Board of Education of the Township of Jackson (hereinafter referred to as the Board) recognizes the Jackson Administrators' Association (hereinafter referred to as JTAA) as the official and exclusive bargaining agent for collective negotiations concerning salaries and terms and conditions of employment for all certificated supervisory staff, including the following groups within the school district:

Directors  
Principals  
Vice Principals  
Supervisors

All other staff, including part-time stipend positions are excluded, unless the parties agree to include other titles, as being appropriate for this bargaining unit.

B. **Definition**

Unless otherwise indicated, the term "administrator" when used herein after in this agreement, shall refer to all employees represented by the JTAA as defined in the recognition clause.

2. **Negotiations of Successor Agreement**

A. **Procedure**

The parties agree to enter into collective negotiations in accordance with Chapter 123, N.J.S.A. 34:13A-1 et. seq. in a good faith effort to reach agreement on matters concerning salary and terms and conditions of administrators' employment. Any agreement so negotiated shall apply to all administrators, be reduced to writing, be signed by the Board and the JTAA, and be officially adopted by the Board and the Association.

B. **Modification**

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

- B. Any member who attains fifteen (15) years of service as an administrator in the district, or twenty-five (25) years in the district, ten (10) of which as an Administrator, will receive twenty-five (25) days vacation. In the HS and Middle Schools, where there are multiple administrators, building coverage will be provided by an administrator at all times. No more than four (4) weeks of vacation in a row may be taken during the summer months.
- C. No member who was entitled to more vacation time during the 1995-96 contract year than is indicated in Paragraph B above, shall receive a reduction in his/her current entitlement. However, all increases in entitlement are governed by Paragraph B.
- D. Any day which is normally scheduled as a vacation day according to the teachers' calendar wherein the Superintendent of Schools requires the presence of an administrator(s) in district will be added to the administrator(s)' vacation time.

Such requests by the Superintendent would be made well in advance and only after a discussion with any and all affected administrator(s). It is also agreed that such requests would be for a specific purpose.

However, an administrator who returns to work, or is directed to return to work, during a school holiday or recess period shall not receive additional vacation time if the reason for returning is related to an emergency affecting the safety or health of students, staff or the building.

- E. The **Board** agrees that all members may carry over ten (10) unused vacation days for use in the next contract year.
- F. The parties agree that total pro-rated cash payment for accumulated earned vacation time (accumulated during a particular year) shall be paid to any administrator who resigns or retires prior to the completion of the contract year, as long as proper written notice has been given to the Superintendent of Schools (sixty (60) days).
- G. All administrators will be required to be on duty during the week immediately prior to the opening of school and the week after school closes.

## 8. Fringe Benefits

- A. The medical, dental and prescription insurance benefits for administrators shall be the same as the benefits granted to the District's teachers for these insurance benefits; with the exception that the **Board** will pay up to \$35.00 per month per member for full family non-deductible optical insurance for all members.
- B. The **Board** agrees that administrators shall be entitled to twelve (12) sick days per contract year, to be cumulative without limit. A person with an approved

- D. The **Board** shall pay the full cost of one state and one national administrators' organization membership dues per contract year.
- E. Costs for participation in graduate courses or equivalent, seminars, workshops, convocations, conferences, conventions, as may be incurred by administrators, with prior approval of the Superintendent, shall be borne by the **Board** in an amount not to exceed \$2350 per member, per contract year for the duration of this contract. It is agreed that upon return from seminars, etc., the administrator will file a written report to the Superintendent which will include, but not be limited to, the benefits to the administrator and the district that were derived from said participation.
- F. 1. The **Board** agrees to pay to the surviving spouse or estate upon the death of any administrator under contract any accumulated, unused earned vacation time available at the date of demise.
2. The **Board** agrees to pay to the surviving spouse or estate upon the death of any administrator under contract who has been employed by the Jackson Schools for at least ten (10) consecutive years, any sick day severance entitlement available at the date of demise according to the following schedule:

<u>After Completing Yrs of Employment in Jackson</u>	<u>% of Entitlement Pd</u>
10 Years	20%
11 Years	40%
12 Years	60%
13 Years	80%
14 Years	100%

G. **Vacation**

Any unit member eligible to receive 25 vacation days, or has accumulated 25 vacation days, may elect to sell back up to five (5) unused vacation days per contract year. Payment shall be at the per diem salary rate in the year earned (1/240 12-month employees or 1/200 10-month employees). An administrator electing to sell back unused vacation days must notify the Board of his/her intent no later than May 15<sup>th</sup> of the contract year. Payment shall be by check or deposited in a tax shelter annuity account(s) of the administrator's choosing on or about June 30<sup>th</sup> of the same contract year.

in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, or any other members of the family unit living in the same household. Employees shall be granted up to two (2) days per occurrence in the event of death of any employee's relative outside the employee's household.

**B. Personal Leave Days**

All full-time administrators under contract as of July 1, 1996, are permitted absence with pay for personal reasons (non-cumulative). These absences shall be with prior approval of the Superintendent of Schools. All administrators hired after July 1, 1996 shall be entitled to four (4) personal days each year (non-accumulative).

**Definition**

Personal days will be defined as those days an administrator will be absent during the school day for which personal matters cannot be taken care of other than on school time, i.e., house closing, emergencies, religious holidays, etc. All requests for personal days must be submitted, through the immediate supervisor, for approval by the Superintendent of Schools, five (5) days in advance, when possible.

**C. Good Cause**

Other leaves of absence without pay may be granted by the **Board** for good reason at the discretion of the **Board**.

**D. Return from Leave (Benefits)**

All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to him upon his return.

**E. Extension and Renewals**

All extensions, or renewals, of leaves shall be applied for in writing and shall be granted or denied in writing.

F. It is agreed that administrators on sabbatical leave shall not be entitled to benefits delineated in Paragraph 10, above, during the duration of the sabbatical leave.

G. The professional will submit a final written report to the Superintendent of Schools which will be reprinted and distributed to the **Board of Education**. The report will relate the ideas gained, and subsequent benefits expected therefore, and will be submitted not later than ninety days after the beginning of the school year immediately following the sabbatical leave.

H. **Sabbatical Leaves Are Designed For:**

1. Professional improvement.
2. To improve professional competence so as to benefit the general efficiency of the school system.

I. **Number of Leaves Authorized**

Not more than two percent of the personnel eligible under this policy may be granted sabbatical leave for the same year. In granting such leaves of absence, due consideration shall be given to reasonable and equitable distribution of the applicants among the different schools and departments.

In the event more than two percent of the eligible personnel of the system shall apply, applicants for Doctoral study, independent research and/or problem observation leaves will be given preferential treatment. At all times, the needs of the school system as a whole shall be paramount.

J. **Eligibility**

Any administrator who has completed seven or more years of full-time continuous satisfactory service in the Jackson Township School System may be granted a sabbatical leave upon the recommendation of the Superintendent of Schools, and with the approval of the **Board of Education**. Such leave shall be understood to include one or more of the following activities:

1. Study in an accredited institution of learning.
2. Independent research and/or observation of problems connected with the schools or within the professional's area of responsibility.
3. Any other program approved by the Superintendent and the **Board of Education**.

Ten (10) month administrators required to work in July and August shall be compensated at their current per diem rate of pay for each day worked.

## **17. Grievance Procedures**

It is agreed that there will be in effect, a grievance procedure as described in the following paragraphs. It is understood and agreed between the parties hereto that a grievance shall be defined as any dispute arising over the interpretation of application of any particular terms of this agreement.

It is understood and agreed between the parties that paragraphs one (1) through four (4) only may be utilized concerning any dispute arising over the interpretation, application and violation of policy or administrative decision affecting an administrator. Any administrator represented by the **Association** having such a grievance is under obligation to follow proper procedures in an attempt to satisfy his grievance and in doing so he shall be assured freedom from prejudicial action, restraint, interference, coercion, discrimination or reprisal in presenting his grievance. Failure by either party to meet the prescribed deadlines established in this grievance procedure shall allow the grievance to be automatically moved to the next level or waived.

### **A. Individual Grievance and/or Appeal**

Procedures for grievance is as follows:

1. Any said administrator having a grievance must first present his complaint in writing to the Superintendent and the **Association**, within five (5) work days of the date of occurrence of the grievance, specifying
  - a. the nature of the grievance;
  - b. the nature and extent of the injury, loss or inconvenience;
  - c. the result of previous discussion;
  - d. his dissatisfaction with decision previously rendered.
2. The Superintendent shall then communicate his decision to the administrator and the **Association**, in writing, within five (5) work days, or receipt of the written grievance.
3. If the aggrieved person is not satisfied with the disposition of his grievance as Paragraph 2, or if no decision has been rendered within five

**B. Group Grievance**

If a grievance affects a group of administrators, the **Association** may submit such grievance, in writing, to the Superintendent directly, and the processing of such grievance shall commence at that level.

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.

**C. Grievance Procedure - Arbitration Costs**

The unsuccessful party shall pay the arbitrator's fee and reasonable expenses. Determination of which party is unsuccessful shall be at the sole discretion of the arbitrator. The arbitrator may also decide, at his sole discretion, that no single unsuccessful party is able to be determined and that the parties shall share the arbitrator's costs equally. All other costs shall be borne by the party incurring such costs.

**18. Longevity**

Administrators after completing the indicated years of active employment in the **Jackson School District** shall receive the following longevity payment above their step on the salary guide:

15 years	\$1,500
20 years	\$2,000
25 years	\$2,500
30 years	\$3,000
35 years	\$3,500

Longevity payments shall be made a part of the administrator's regular monthly pay.



# 2014/2015 SCHOOL YEAR

STEP	DIRECTOR/ HS PRINCIPAL	PRINCIPAL	VICE PRINCIPAL	SUPERVISOR
1	\$124,840	\$121,340	\$116,000	\$111,900
2	\$127,340	\$123,840	\$118,605	\$114,500
3	\$129,840	\$126,340	\$120,850	\$116,950
4	\$132,340	\$128,840	\$123,280	\$119,550
5	\$134,840	\$131,340	\$126,180	\$122,250
6	\$137,760	\$134,260	\$129,340	\$125,250
7	\$140,460	\$137,160	\$131,860	\$128,060
8	\$143,160	\$139,860	\$135,460	\$131,060
9	\$146,650	\$143,150	\$138,850	\$134,450
10	\$148,638	\$145,188	\$140,738	\$136,238
OG2			\$141,675	

Ten  
11/13

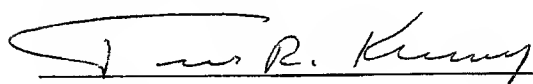
**NOTE:** Ten month positions, if any, are compensated at 10/12 of the above guide.


## DURATION

This Agreement shall be effective July 1, 2012 and shall continue in effect until June 30, 2015.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, and their corporate seals to be placed hereon.

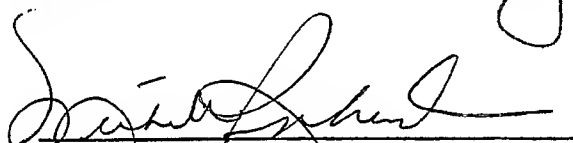
FOR THE JACKSON TOWNSHIP  
ADMINISTRATORS ASSOCIATION

  
President

  
Secretary

FOR THE JACKSON TOWNSHIP  
BOARD OF EDUCATION

  
President

  
Secretary

1-11-13  
Date

Date